

Conference Specifics

The registration fee is \$375 per attendee. This amount covers the cost of the conference, materials, two breakfasts, one lunch and refreshments. A late charge of \$10 will be added effective February 12. A full refund will be made for all cancellations received before that date. Note: Credit card payments will appear on your statement as paid to Sylvester Management Corporation.

Location and Accommodations

The conference will be held at the Loews L'Enfant Plaza, 480 L'Enfant Plaza, S.W., Washington, DC 20024. A room rate of \$195 (single or double) is available for hotel reservations made by February 11. Call toll-free 1-(800)635-5065 or locally (202)484-1000 (x5000) to make hotel reservations. To receive the special group rate, you must notify the hotel that you are attending the FEC campaign finance laws conference. After February 11, room rates are based on availability. The hotel is located near the L'Enfant Plaza Metro and the Virginia Railway Express stations. Parking is available at the hotel (enter parking on D Street, S.W.) for a fee of \$15 per day and \$22 overnight.

How to Register:

To register, complete the enclosed registration form or register online at www.fec.gov/info/outreach.shtml#conferences. For registration information, call Sylvester Management Corporation at 1-(800)246-7277 or send an e-mail to lauren@sylvestermanagement.com.

Program Information

For information on the program, call the Federal Election Commission toll-free at 1-(800)424-9530 (press 1, then 3) or locally at (202)694-1100.



Federal Election Commission
999 'E' Street, N.W.
Washington, D.C. 20463



FEDERAL CAMPAIGN FINANCE LAW CONFERENCE

For House and Senate Campaigns
and Political Party Committees

Washington, DC

March 15–17, 2005

FEDERAL ELECTION COMMISSION
Washington, D.C. 20463

The Federal Election Commission is holding a comprehensive training conference for political party committees and House and Senate campaigns in Washington, D.C. This conference is designed to help federal political party committees and House and Senate campaigns understand and comply with the federal campaign finance law, including the requirements of the Bipartisan Campaign Reform Act (BCRA). The conference will provide an overview of the basic provisions of the federal election law and discuss its specific requirements as they apply to candidates and political parties. In addition, a representative from the Internal Revenue Service will be available to answer election-related tax questions.

Space is limited, so please register by February 11, 2005. If you have any questions, call the Commission at 1-(800)424-9530 (press 6) or locally at (202)694-1100. We look forward to meeting with you.

Tuesday, March 15, 2005

- 1:00 – 1:45 Registration
- 1:45 – 2:00 Welcome
Conference Overview
- 2:00 – 3:30 Basics of the Law: the Big Picture
*Contributions – limitations and prohibitions
*Independent expenditures
*Public communications
*Disclaimers
*FEC's role
- 3:30 – 3:45 Break
- 3:45 – 4:30 FEC Jeopardy
Refresh your knowledge and meet fellow attendees at this fun review of FEC basics

Wednesday, March 16, 2005

- 8:00 – 9:00 Registration/Breakfast
- 9:00 – 9:15 Welcome
- 9:15 – 10:45 Team Workshops: FEC Rules, Part 1
(For today's breakout workshops, choose the option that applies to the organization you are representing.)
- Option A1: Party Committees
*Contributions to the party
*Federal v. nonfederal accounts
*Levin funds
*Volunteer exemptions
- Option A2: House and Senate Campaigns
*Support from the candidate
*Receiving contributions
*Support from partnerships, corporations and labor organizations

- 10:45 – 11:00 Break
- 11:00 – 12:30 Team Workshops, continued: FEC Rules, Part 2
- Option A1: Party Committees
*Making contributions
*Coordinated v. independent expenditures
*Exempt activities
*Defining and funding "Federal Election Activity"
- Option A2: House and Senate Campaigns
*Support from PACs and party committees
*Electioneering communications – introduction
*Use of campaign funds
*Restrictions on candidate fundraising for others
- 12:45 – 1:45 Lunch/Roundtable Discussions
At each table, an FEC Commissioner or staff member will informally discuss a topic related to federal campaign finance law. A list of the different table topics and discussion leaders will be provided at registration. Sit at the table of your choice.

- 2:00 – 3:30 FEC Reporting
- Option B1: Party Committees
*Filing requirements for party committees
*Disclosing contributions and expenditures
*Allocation reporting
*Common problems to avoid
- Option B2: House and Senate Campaigns
*Filing requirements for candidate committees
*Disclosing federal contributions, loans and expenditures
*Common problems to avoid

- 3:30 – 4:30 One on One Q&A with FEC and IRS Staff

The Campaign Finance Analyst who reviews your committee's reports will be available to answer questions about reporting and the FEC's review process. E-filing experts from the FEC's Electronic Filing Office and tax law experts from the Internal Revenue Service will also be available to meet with you individually to answer your questions.

Thursday, March 17, 2005

- 8:00 – 8:30 Breakfast
- 8:30 – 10:00 Communications
*Express advocacy
*Electioneering communications
*Coordination with campaign or party staff
*Corporate/Labor communications
*Implications for campaigns and parties
- 10:00 – 10:15 Break
- 10:15 – 11:45 Breakout Sessions: (Choose one)
- Option C1: Organizing Political Events on Behalf of Federal Candidates or Parties
*Candidate appearances, "meet and greets" and fundraising events
*Rules for corporate/labor/association involvement
*Use of corporate/labor facilities and resources by campaigns, parties and individuals
- Option C2: New Developments in Federal Campaign Finance Law
*Latest FEC rules, AOs, enforcement actions and litigation
*FEC/IRS requirements for 527 organizations
*Q/A with senior FEC staff
*Tax law for campaigns and political parties

FEC Conference Registration Form

Name:

Position:

Organization

Street Address:

City/State/Zip:

Telephone Number:

FAX Number:

E-mail Address:

Wednesday, March 16 AM Breakout A Team Workshop Selection

Please check the team that best represents your interests:

Option A1: FEC Rules, Parts 1 and 2, for Political Party
Committees

Option A2: FEC Rules, Parts 1 and 2, for House and Senate
Campaigns

Wednesday, March 16 PM Breakout B Selection

Please check the team that best represents your interests:

Option B1: FEC Reporting for Party Committees

Option B2: FEC Reporting for House and Senate Campaigns

Thursday, March 17 AM Breakout C Selection

Please check one of the following options:

Option C1: Organizing Political Events on Behalf of Federal
Candidates or Parties

Option C2: New Developments in Federal Campaign Finance
Law

To register, choose one of the three options below:

1. Mail registration form and fee by February 11, 2005 to:

Sylvester Management Corporation
PO Box 986
Irmo, SC 29063

Please make check (\$375) payable to Sylvester Management Corporation; note FEC 2005 DC Candidate/Party Conference on the memo line, as applicable. **Note:** Credit card payments will be credited as paid to Sylvester Management Corporation on your statement. For credit card payments, please complete:

I authorize payment to my credit card below:

Credit Card

☐ Visa[®]

☐ MasterCard[®]

☐ American Express[®]

Card Number

Expiration Date

Name on Card

Billing Address

Signature of Cardholder

2. Fax registration form and credit card payment information to (803)732-0135.

3. Register online at:

www.fec.gov/info/outreach.shtml#conferences